

**ATTENTION ALL NDE PORTAL USERS:**

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



**Error 455 Updated**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

*Public and Special Purpose Schools Only*

Error 455 “PK Grade Students Are Not Reported In Early Childhood or Special Education Program” has been updated to correct an issue with some exited students. Please review ADVISER Validation to see if this error now applies to your district. Due to the timing of this change, NDE will consider this a valid reason to approve a “Request to Submit Data Late or Make Data Changes” for correcting the students listed in this error, if you are not able to fix them during the audit window.



**Year End Audit Window Close Date**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

*Public and Special Purpose Schools Only*

Due to the year end collection audit window closing during a weekend, the audit window will be extended to Monday afternoon to handle any tickets that the NDE Help Desk receives during the weekend. If your year end data is already finalized, please do not make any additional changes to your 2018-2019 ADVISER data until the audit snapshot is taken on Monday afternoon.



**Post Graduate Activity Confusion**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

*Public and Special Purpose Schools Only*

Under Adviser Validation Home there is a Data Group called Post-Graduate Activities, this will not be populated until next year about this time for the 2018-2019 Career Education Concentrators that graduated with a diploma. The Post School Survey NDE is asking for now is for 2017-2018. Once your data is uploaded by NDE, which may be a day or two after you upload, you can see the reports are populated in NSSRS Validation. Change the year to 2018-06-30, Verification Reports>Student>Career Education>Post Graduate Activity or a report called Students Missing Post Graduate Activity.



### **Resilience Training for Educators – July**

Contact: Jolene Palmer ([jolene.palmer@nebraska.gov](mailto:jolene.palmer@nebraska.gov))

In response to recent flooding, efforts are being made to support the school safety recovery phase. Research shows that mental health effects of the flooding or natural disasters present themselves 6-8 months after the event.

We are trying to get a framework created to help schools and communities deal with the aftermath and long-term effects. This training will help participants identify those symptoms and guide the process of getting support.

We will hold training in Nebraska City and Grand Island in July. The training will offer “Resilience Strategies for Educators: Techniques for Self-Care and Peer Support.” The training is designed to assist caregivers in schools and school districts to better understand resilience strategies following natural disasters and other emergency events.

Here are the dates/locations:

July 23 – Train the Educators, Nebraska City Arbor Day Lodge, Steinhart Room

July 25 – Train the Educators, Bosselman Conference Center in the Heartland Events Center, Grand Island

Please contact Jolene Palmer if you would like to register at [jolene.palmer@nebraska.gov](mailto:jolene.palmer@nebraska.gov)

There is no fee for the training. Lunch will be on your own. More details will follow as we near the event.



### **2019-2020 Early Childhood State Continuation Grants – DUE DATE: July 26**

Contact: Kristine Luebbe 402-471-1860 or [kristine.luebbe@nebraska.gov](mailto:kristine.luebbe@nebraska.gov)

The 2019-20 Early Childhood State Continuation Grant application is open for specified districts for continuation of early childhood grant funds in GMS and is due to NDE by July 26.



### **Prekindergarten Intent to Operate Statement**

Contact: Kristine Luebbe 402-471-1860 or [kristine.luebbe@nebraska.gov](mailto:kristine.luebbe@nebraska.gov)

Districts or Educational Service Units intending to start a prekindergarten program shall provide the Nebraska Department of Education, Office of Early Childhood written verification as described in Rule 11, 003.01 at least 60 days prior to beginning such program. Please submit the required verification to Kristine Luebbe: [kristine.luebbe@nebraska.gov](mailto:kristine.luebbe@nebraska.gov).



### **2018-2019 AQuESTT Evidence-Based Analysis (EBA) – DUE DATE: June 30**

Contact: [nde.aquestt@nebraska.gov](mailto:nde.aquestt@nebraska.gov)

All public school systems are required to complete the 2018-2019 AQuESTT Evidence-Based Analysis (EBA) as part of the Annual Statistical Summary as directed by the Commissioner pursuant to Section 79-528(2). The EBA for both public districts and schools will be web-based, as it was in the 2017-2018 school year, and is currently available on the NDE Portal. The EBA is designed to provide information in support of AQuESTT classification processes, which will inform continuous improvement efforts. School administrators should work with school staff to complete and submit the EBA by June 30, 2019. Please review these instructions and FAQs regarding

completion of the EBA through the Portal collection. Additionally, these short videos walk you through retrieving the AQuESTT EBA district activation code(s), or school activation code(s).



### **2018-2019 ADVISER Year-end reporting – AUDIT WINDOW CLOSES-June 30**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

***Public and Special Purpose Schools Only***

The 2018-2019 Year End Audit window is now open. This is the time for districts to conduct a final review of data submitted on June 15 for 2018-2019 data reporting. The Audit Window will close at midnight on June 30.

**Review Errors/Warnings** All errors should be resolved and down to 0 (or have a note as to why the error cannot be resolved). Warnings should be reviewed and resolved, if appropriate.

**Review Verification Reports** Review Student Verification Reports listed as YEAR END. If a report offers a Reporting Window option, the “End of Year” window should be the data that is reviewed.

**District Admin Sign Off** Should only be done after all of the verification reports for Year End have been reviewed and are accurate. To ensure accuracy in your data, the list of reports displayed under the District Admin Sign Off link should be reviewed for accuracy by you and your staff within the Verification Reports. DO NOT APPROVE until these reports have been reviewed and are considered final.

**2018-2019 Staff Verification Reports and Staff Errors** Available in NSSRS Validation for 2018-2019 Staff Reporting. To view errors go to NSSRS Validation>Review Errors>Staff. To review Reports, NSSRS Validation>Verification Reports>Staff. No approval is needed, but accurate reporting is important for GMS reimbursements.

**Consolidated Data Collection (CDC)** Reports also have the Audit Window of June 16-June 30. These reports need to be Submitted and Approved.

### **Requests to Submit Data Late or Make Data Changes**

In order to make data changes to an NDE data collection after the data audit window close date, a Request to Submit Data Late or Make Data Changes must be submitted through the Consolidated Data Collection in the NDE Portal under the Data Collections tab.

A Request to Submit Data Late or Make Data Changes may be completed by Public, Nonpublic, ESU's, Special Purpose, Interim and Postsecondary districts/systems that need to submit data or make changes to data after a data audit window has been closed due to **“extenuating circumstances”**. Examples of “extenuating circumstances” include: natural disasters, medical emergencies, etc. **District or NDE program staff failing to scrupulously review data during the audit window is not an extenuating circumstance.** Only requests with legitimate extenuating circumstances will be reviewed.

For clarity, data should be submitted to NDE by the “Due Date”, but changes can be made to data any time before the “Audit Window Close Date” without submitting a request through this system. Request to Submit Data Late or Make Data Changes apply to all NDE data collections.



### **Consolidated Data Collection (CDC) Collections – AUDIT WINDOW CLOSES: June 30**

### **Annual Participation Report**

Title I Part A School-wide Projects and/or Targeted Assistance Schools; Title I Part A Funded Staff; Neglected/Delinquent; Homeless – Unaccompanied.

**Collection completed by Public – AUDIT WINDOW CLOSES: June 30**

For more information, contact Beth Wooster – [beth.wooster@nebraska.gov](mailto:beth.wooster@nebraska.gov) (402) 471-2452 or Diane Stuehmer – [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov) (402) 471-1740

### **Days In Session/Instructional Program Hours**

Days in session by grade.

Instructional program Hours –KG, Elem & Sec. Also included in this collection are Pre-K instructional hours for public district/system operated early childhood education programs by attendance site.

**Days In Session and Instructional Program Hours Collection completed by Nonpublic – AUDIT WINDOW CLOSES: June 30**  
**Only Instructional Program Hours section of Collection completed by Public, Special Purpose**

For more information on Days In Session, contact Bryce Wilson – [bryce.wilson@nebraska.gov](mailto:bryce.wilson@nebraska.gov) (402) 471-4320

For information on Pre-Kindergarten, Tammi Hicken – [tammi.hicken@nebraska.gov](mailto:tammi.hicken@nebraska.gov) (402) 471-3184

For information on Instructional Program Hours, Brad Conner – [brad.conner@nebraska.gov](mailto:brad.conner@nebraska.gov) (402) 471-4355

### **ESU/District/System/School Information Report**

Collects demographic data for ESUs, Districts, Systems and Schools for the next school year.

**Collection completed by Public, Nonpublic, Special Purpose, ESU and Interim – AUDIT WINDOW CLOSES: June 30**  
**NEW ITEM FOR PUBLIC SCHOOLS ONLY: Grade levels are identified for Elementary/Middle School for AQuESTT if applicable.**

For more information, contact Ginny Carter – [ginny.carter@nebraska.gov](mailto:ginny.carter@nebraska.gov) (402) 471-2369

### **Nebraska Education Profile (NEP) Information**

Collects district and school information and Improvement Goals and Graduation Requirements.

**Collection completed by Public – AUDIT WINDOW CLOSES: June 30**

**NEW ITEM: Now collects grade level used for NAI reporting.**

Please review carefully has this collections has had some changes this year.

For more information, NDE Helpdesk – [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) (888) 285-0556

### **Nonpublic High School Completer Report**

The Nonpublic Completer Report is for each nonpublic system that has the potential of serving students in grade 12.

**Collection completed by Nonpublic – AUDIT WINDOW CLOSES: June 30**

For more information, contact NDE Helpdesk – [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) (888) 285-0556

### **Pupil Transportation Report**

Transportation/Bus Information.

**Collection completed by Public, Nonpublic, Special Purpose, ESU – AUDIT WINDOW CLOSES: June 30**

For more information, contact Janice Eret – [Janice.eret@nebraska.gov](mailto:Janice.eret@nebraska.gov) (402) 471-2248

### **Report of Suspensions/Expulsions**

Suspension/Expulsions (Including Firearm Expulsions)

**Collection completed by Public, Nonpublic, Special Purpose – AUDIT WINDOW CLOSES: June 30**

**NEW THIS YEAR FOR PUBLIC AND SPECIAL PURPOSE SCHOOLS ONLY: Suspension/Expulsion data comes directly from the SIS. Only the Assurances need to be checked.**

For more information, contact NDE Helpdesk – [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) (888) 285-0556

### **Substitute Teachers**

Collects all substitute teachers by name, their NDE Staff ID, and the number of days taught.

**Collection completed by Public, Nonpublic, Special Purpose, ESU and Interim – AUDIT WINDOW CLOSES: June 30**

For more information, contact NDE Helpdesk – [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) (888) 285-0556



### **Flooding and Student Meal Eligibility Status**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

***Public, Special Purpose Schools and Nonpublics***

Nebraska experienced record flooding this Spring that impacted many families across the state. The Nebraska Department of Education provided disaster guidance regarding school lunch eligibility for families displaced by flooding. Children and youth living in or evacuated from disaster areas that were not able to return to their homes may be determined by the District to be homeless under the McKinney-Vento Homeless Assistance Act. A student displaced by a natural disaster can be immediately classified as homeless and eligible for free meals due to their homeless status. This includes students who are “doubled-up” with friends or family because of the flood. Students designated as homeless can carry the eligibility over to the new school year for up to 30 days.

Many Nebraska families were impacted by flooding and their students’ meal eligibility changed as a result. If your district was impacted by flooding, it is important to verify that your students’ meal eligibility determinations match the State’s student information system.

Please review the ADVISER Validation/Verification Reports>Student>General and Miscellaneous, be sure the Food Program Eligibility and Homeless reports are accurate for 2018-2019. You can use the Lookups>Student Lookup by ID as another way to be sure all students are reported accurately. You may still make changes in ADVISER thru June 30, 2019 which is the audit window close date.



### **Unaccompanied Homeless Youth**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

***Public and Special Purpose Schools Only***

It has been brought to our attention that there is an issue with some districts ability to submit Unaccompanied Homeless Youth through their Student Information System, and that this issue cannot be corrected before the end of the 2018-2019 Year-End Audit Window. Due to this issue, Unaccompanied Homeless Youth data will be available for updates in the 2018-2019 Follow-Up window.

A new verification report is now available to review this data within ADVISER Validation, under General and Miscellaneous > Homeless Unaccompanied Youth.



### **PowerSchool Districts EOY and Turn off Publishing**

Contact: Aimee Muehling ([alempkemuehling@esu5.org](mailto:alempkemuehling@esu5.org))

You are strongly recommended to wait until **July 1, 2019** or later before running the **End of Year** process. Additionally, before running your EOY you need to **turn off the Ed-Fi publishing**. Steps to turn it off can be found here:

[https://docs.google.com/document/d/1QIFyT2gaOwkRlyARFmbqajEqMQpogHWxL\\_QniDboA2A/edit?usp=sharing](https://docs.google.com/document/d/1QIFyT2gaOwkRlyARFmbqajEqMQpogHWxL_QniDboA2A/edit?usp=sharing)



### **Updated Due Date for ADVISER Discipline Reporting for 2018-2019 School Year**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

***Public and Special Purpose Schools Only***

The 2018-2019 Year-end reporting for ADVISER Discipline reporting is due June 15 with the Audit Window Close Date of June 30.

**UPDATE:** As stated previously, Discipline data in ADVISER has will be available for additional data clean-up through the **2018-2019 ADVISER Follow-up** window (due October 15, 2019, Audit Window Close Date of October 31, 2019). Because of this, Discipline data will not be displayed on the ADVISER Validation website until after the close of the **2018-2019 Year-End** window.

**Reminder:** The discipline reporting for 2018-2019 school year will come from your Student Information System (SIS) to ADVISER.

Special Education Discipline (Portal/Data Collections tab) and the Report of Suspensions/Expulsions (CDC) are no longer used to reported discipline data. All reporting comes from your SIS. The "Assurances for 79-263(1)" still needs to be completed in the Report of Suspensions/Expulsions in the CDC.



#### **New ADVISER Validation Portal Access Codes Available**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

After further review, the ADVISER Validation site will not be updated until **After the Audit Window Close Date of June 30**. The update to the ADVISER Validation website will remove your access to reports and errors that contain Special Education and FRL. Since we will be updating the ADVISER Validation site after the June 30 date, access to data will remain the same as it has been until after that date. Discipline data is the only access that is currently unavailable until after June 30. Reminder that the Discipline data can be reported in the Follow Up Window.

The three new ADVISER Validation activation codes for SPED, FRL, and Discipline access are available to administrators in the District Admin tab within the NDE portal now. If you need access to review this data, **please talk to your district administrator to get these additional activation codes** if you don't want to lose access. Users must add these codes in addition to the existing "District User" code that is already assigned.



#### **SPED IDEA Consolidated Application (GMS) – OPENED: May 29 – CLOSE: July 19**

Contact: Susie Pierce (402-471-4333 or [suzie.pierce@nebraska.gov](mailto:suzie.pierce@nebraska.gov))

The 2019-2020 SPED IDEA Consolidated application is scheduled to open in the GMS Wednesday, May 29 with a due date of July 19 (11:59 p.m. CDT). Check the GMS logon page for any updates

<https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx>.



#### **IDEA Maintenance of Fiscal Effort (MOE) Eligibility Standard for Special Education**

**OPEN NOW – CLOSE: July 19**

Contact: Pete Biaggio (402-471-4308 or [pete.biaggio@nebraska.gov](mailto:pete.biaggio@nebraska.gov))

School district eligibility for receipt of Individuals with Disabilities Education Act (IDEA Part B) funds are contingent upon maintaining fiscal effort from year to year. Districts are to report within this application estimated special education expenditures, receipts, and resident child counts to establish **eligibility** for the receipt IDEA Part B funds through the Grant Management system (GMS) during the 2019-2020 school year. <http://ideamoe.education.ne.gov/default.aspx>



## **2019-2020 SPED Planning Region Team (PRT) Grant – DUE: August 1**

Contact: Cole Johnson (402-471-4318 or [cole.johnson@nebraska.gov](mailto:cole.johnson@nebraska.gov))

The 2019-2020 SPED Planning Region Team (PRT) Grant application is open in the GMS. Due to NDE **August 1**.



## **HOW TO CONTACT THE NDE HELPDESK**

1. Click on the “Helpdesk Request” in the upper right hand corner. This will open your email to send your question to the NDE Helpdesk at [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org). Include your full name, organization and a detail description of your question. This email will automatically create a ticket.
2. Send an email directly to: [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org). Include your full name, organization, a detail description of your question, alternate contact and phone number. This email will automatically create a ticket.
3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY**. Leave your full name, organization, call back number and a brief description of your question.

The Helpdesk Request and email to [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) are the fastest ways to get your questions to the Helpdesk. All questions are answered in the order in which they are received.

## **NDE Bulletins: Past and Present:**

Current and past NDE Bulletins can be found at <https://www.education.ne.gov/bulletins>. We will also continue to send the bulletin out via e-mail.



### **Denise Schuyler**

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